**To Create An Audio Dropbox and Embed Into Your Wiki:**

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| 1. Go to clear.msu.edu and click Rich Internet Applications on the left hand side. |  |
| 1. Scroll down and click on Audio Dropbox. Sign into your account. |  |
| 1. Click Create a New Dropbox. (This will be done for each assignment.) |  |
| 1. Select the pencil to edit your Dropbox. Give your Dropbox a unique name. Remember the time limit is in seconds! Put a check in the checkbox if you would like to receive an email notification whenever a submission has been made. Click Save at the bottom. |  |
| 1. Click HTML for your Dropbox. |  |
| 1. Highlight and copy the embed code. |  |
| 1. Go to your wikispaces account and sign in (if you are not already signed in). |  |
| 1. Click Edit. |  |
| 1. Below the Audio Responses Directions, enter your question/prompt for the assignment. |  |
| 1. In the Editing bar, select Widget. |  |
| 1. In the Widget box that appears, select Other. |  |
| 1. Paste the embed code you copied from Audio Dropbox into the box and click Save. |  |
| 1. The Other Widget box that appears is your Audio Dropbox. (Don’t delete it!) |  |
| 1. Click Save in the Editing bar. |  |

**To Assess Student Audio Responses:**

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| 1. Go to clear.msu.edu and click Rich Internet Applications on the left hand side. |  |
| 1. Scroll down and click on Audio Dropbox. Sign into your account. |  |
| 1. Click the eye for the Dropbox you are assessing. |  |
| 1. All of the submissions for the Dropbox will appear. Select the response you would like to hear, and press Click here to play. |  |
| 1. A control bar will appear for the response. Press play to hear the response. You can also pause or stop the response. |  |